



# Interoffice Memo

DATE:

PHONE:

FROM: **AUTHOR'S NAME**, Author's Title  
Author's Department

TO: **RECIPIENT NAME(S)**, Recipient Title(s)  
Recipient Department(s)

**NOTE:** This memo may be issued if the employee is not following directives, not adhering to deadlines, or failing to follow policy.

---

SUBJECT: **MEMO OF INSTRUCTION (OR MEMO OF EXPECTATION)**

---

The purpose of this memo is to provide you with clear instruction (clarify instruction; clarify a procedure) regarding [INSERT TOPIC]

- Explain the importance of the policy/procedure, conduct or behavior that is causing concern, or how the employee failed to adequately carry out a directive, assignment or instruction. Indicate dates and time directive or instruction was given, if applicable.
- Explain the impact of not following the policy/procedure. Example: "Failure to operate a County vehicle in accordance with policy may result in damage to County equipment".
- Indicate if this instruction has been previously discussed or had been previously trained or counseled.
- Provide a clear directive to the employee. Example: "You are instructed to operate a County vehicle in safe and responsible manner in accordance with all applicable laws."
- Provide consequences an employee may face if he/she fails to follow the directive. Example: "Failure to follow these directives will result in disciplinary action, up to and including dismissal."

---

I acknowledge receipt of this Memo and understand that a copy will be placed in my personnel file

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

cc: Department Contacts (e.g. Mary Doe, Administrative Manager)  
Human Resources Officer (if appropriate)  
Department File (if appropriate)  
Official Personnel File (if appropriate)